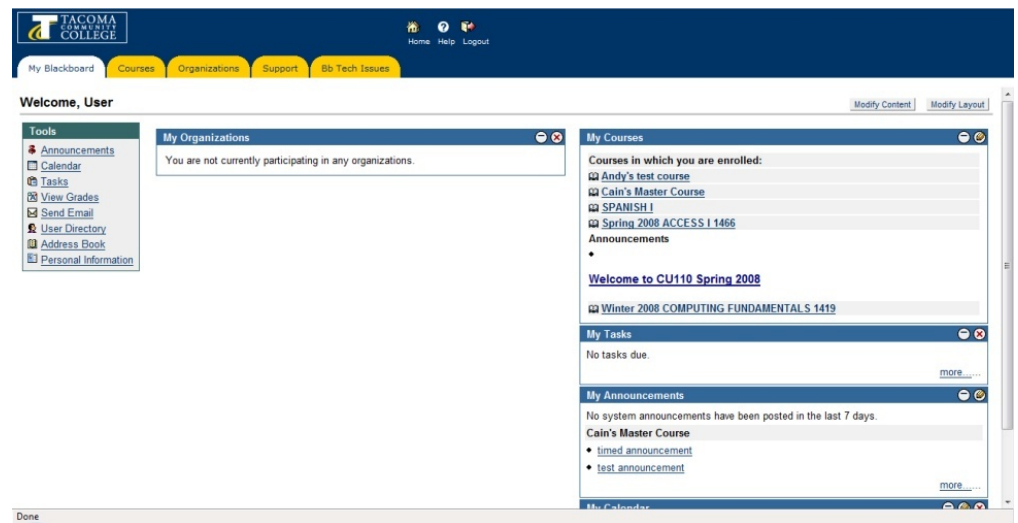


How to Self-Enroll in a Blackboard Course

1. Log into Blackboard

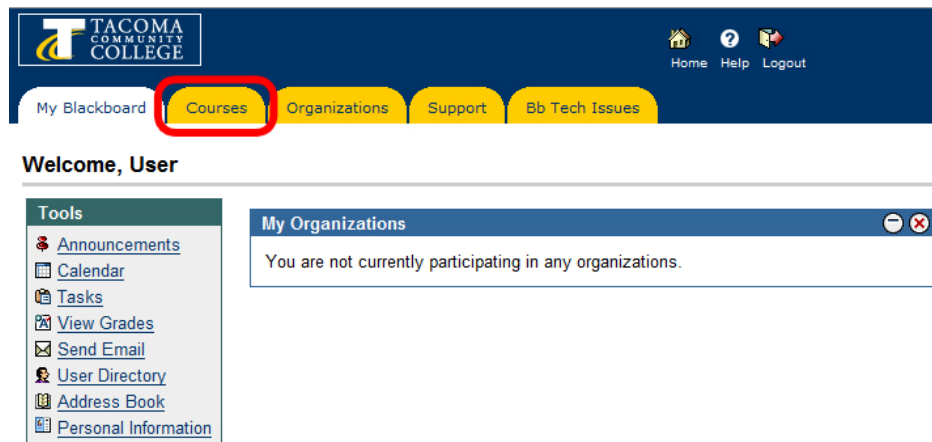
- (a) Go to <http://tacomacc.edu/>
- (b) Log into the Portal
- (c) Log into Blackboard

Welcome Screen:



2. Go to the courses tab

Click **Courses**

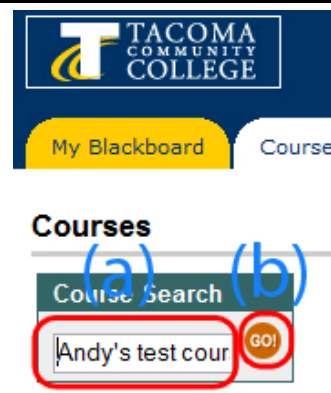


3. Search for the course

(a) Type the name of the course that you wish to self-enroll in the Course Search text box.


Example: Type **Andy's test course**

(b) Click **Go!**



4. Enroll in the course

Click **Enroll**

 **Browse Course Catalog**

Search Catalog

Course: Contains:
AND Creation Date:

Location: Top

No subcategories found for this category

Search Results:


Course ID	Course Name	Instructor Names	Description	
ANDY.TEST	Andy's test course	Christopher Soran		<input type="button" value="Enroll"/>

Items Per Page:

5. Enter the access code

Type in the access code in the text box next to *Access Code*. This code will be provided to you by your instructor.

SELF ENROLLMENT

 **Self Enrollment**

1 Enroll in Course: Andy's test course (ANDY.TEST)

Instructor: Blackboard ASP Support, Blackboard Administrator, Bill Ballard, Tamera Hanken, Jennifer Perkins, D. Student, Lyn Norris, Geoff Cain, Support Presidium, Larry Larsen, Ed Bachmann, Christopher Soran, Admin Eliminate

Description:

Categories: EDUCATION:Higher Education

This course requires an enrollment access code from the Instructor. Enter the enrollment access code and click **Submit** to enroll.


Access Code

2 Submit

Click **Submit** to finish or click **Cancel** to quit.

6. Submit the self enrollment


Click **Submit**

 **TACOMA COMMUNITY COLLEGE**

Home Help Logout

[My Blackboard](#) [Courses](#) [Organizations](#) [Support](#) [8b Tech Issues](#)

SELF ENROLLMENT

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1 Enroll in Course: Andy's test course (ANDY.TEST)

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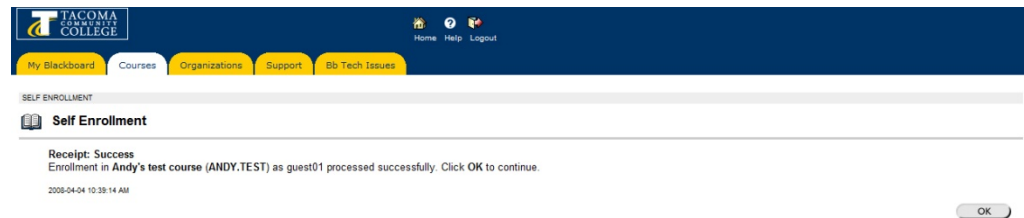
Access Code

2 Submit

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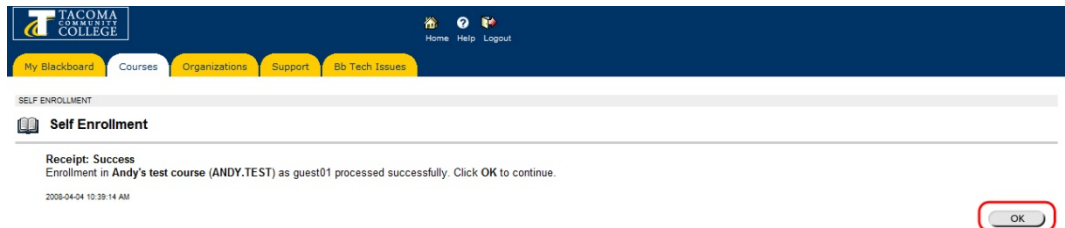
7. Success!

If your self-enrollment was completed successfully, you will get a message like this one:



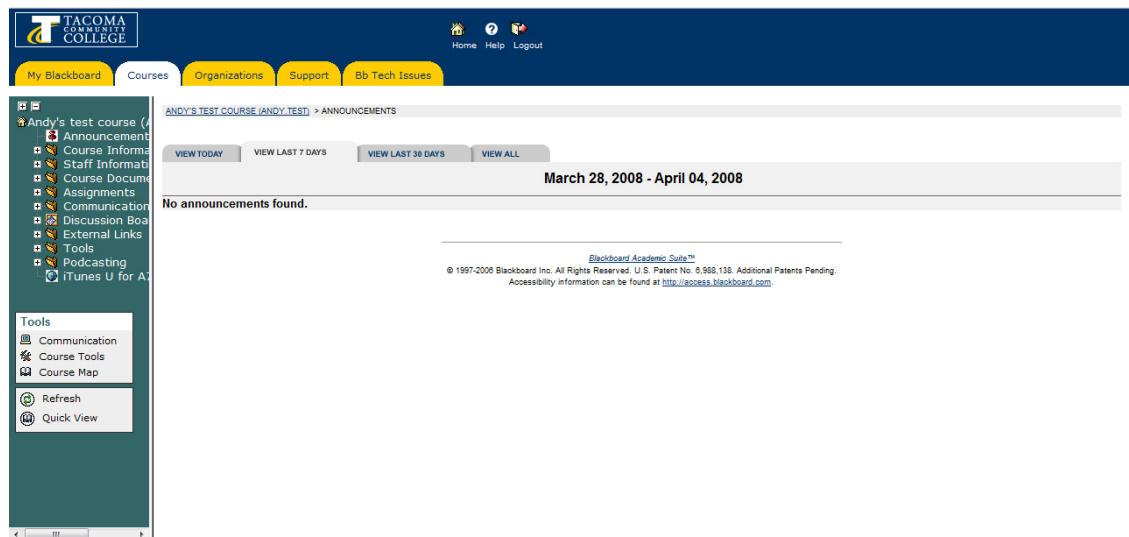
8. Click to continue

Click **OK** to continue.



9. You are now in the class.

Welcome screen:



Contact

If you have technical difficulties, you can contact:

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